

U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

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| **FS198 - Charter Contracts File Specifications** |
| **SY 2018-19** |

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS198 - Charter Contracts File Specifications |
| **Security Level:** | Unclassified – For Official Use Only |

DOCUMENT HISTORY

|  |  |  |
| --- | --- | --- |
| **Version Number** | **Date** | **Summary of Change** |
| 1.0 – 14.0 |  | Versions 1.0 through 14.0 are used to build files for school years prior to SY 2018-19. |
| 15.0 | August 2018 | Updated for SY 2018-19:   * Section 2.2: Revised language from “report data for all **entities**” to “report data for all **charter schools**” |

PREFACE

This document provides technical instructions for building files that are submitted through the ED*Facts* Submission System (ESS). The ESS is an electronic system that facilitates the efficient and timely transmission of data from SEAs to the U.S. Department of Education.

This document is to be used in coordination with other documentation posted on the [ED*Facts* Initiative Home Page](http://www2.ed.gov/about/inits/ed/edfacts/index.html) under ED*Facts* System Documentation, including:

* ED*Facts* Workbook – a reference guide to using the ED*Facts*

Submission System (ESS); particularly useful to new users; contains multiple appendices, including one that explains how to use the file specifications

* ESS User Guide – provides assistance to new users of the ED*Facts* Submission System (ESS); it addresses the basic mechanics of system access and data submission
* ED*Facts* Business Rules Guide – describes each business rule includes the error number, type, message, definition, edit logic, and the file specifications where the business rules are applied

Please contact the Partner Support Center (PSC) with questions about the documents. You will find contact information for PSC and each State ED*Facts* Coordinator on the [ED*Facts* Contact Page](http://www2.ed.gov/about/inits/ed/edfacts/eden/contacts.html).

Data submitted through the ESS are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through ED*Facts* (OMB 1850-0925, expires 6/30/2020). ED*Facts* is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, kindergarten through grade 12 (K–12) performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. ED*Facts* centralizes data provided by SEAs, LEAs and schools, and provides users with the ability to easily analyze and report data. This initiative has significantly reduced the reporting burden for state and local data producers, and has streamlined data collection, analysis and reporting functions at the federal, state and local levels.

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# PURPOSE

This document contains instructions for building files to submit the following ED*Facts* data groups:

**Table 1.0-1: ED*Facts* data groups**

|  |  |  |
| --- | --- | --- |
| Data Group Name | DG | Definition |
| Charter contract ID number | 830 | The unique number a SEA assigns to the contract (or charter) that authorizes the charter school to operate in the state under the state’s charter school legislation. |
| Charter contract approval date | 831 | The effective date of the contract (or charter) that an approved charter school authorizer authorized the charter school to operate in the state under the state’s charter school legislation. |
| Charter contract renewal date | 832 | The date by which the charter school must renew its contract (or charter) with an approved charter school authorizer in order to continue to operate in the state under the state’s charter school legislation. |

The data collected using this file specification are to enable OII/CSP to obtain a complete list of charter schools in the United States. OII/CSP goes through a complex reconciliation process to compile a directory of all charter schools that are in operation across the nation. These data will fill in the data gaps so that for each school year OII/CSP has a complete and accurate directory of charter schools.

The ED data stewarding office/s for this file: OII-Charter.

# GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.

## Changes from the SY 2017-18 File Specifications

Other than any editorial changes listed in the document history on page ii, there have been no changes to this file specification.

## Core Requirements for Submitting the File

***Revised!*** The core requirements are to report data for all charter schools that were operational, future or inactive during the current school year.

## Required Categories and Totals

This section is not used for this file specification.

## Guidance

This section contains guidance for submitting this file in the format of questions and answers.

**Are all charter schools included in this file?**

Yes. All charter schools that are operational, future or inactive will have a charter contract that has an ID number, an approval date and a renewal date.

### Charter Contract ID Number (DG830)

**When a state does not assign identification codes to charter schools, can the School ID or NCES ID be used for reporting?**

No. The purpose of the Charter contract ID number (DG830) is to assign a unique identifier to each charter or contract between an authorized public chartering agency and the organization that holds the charter. In some cases, each charter contract corresponds to one and only one charter school. However, in many cases, a single charter contract captures two or more charter schools. For example, an authorizer may execute one charter contract for an elementary school and an affiliated middle school. Therefore, it is important that states understand the relationship between charter contracts and the charter schools covered by those contracts.

States are required to assign a unique identifier that corresponds to each separate and distinct charter contract, and enter this unique number in the Charter contract ID number field. These data will enable the Department and other stakeholders to understand the full universe of charters which are executed by authorized public chartering agencies in each state.

**If there is no change in the charter contract approval or renewal date, is it necessary to report these data each year?**

Yes. The Department strongly encourages states to review and report, on an annual basis, the charter contract approval and renewal dates for each charter school contract executed by the state’s authorized public chartering agencies. While in more cases these dates will not change, it is possible that some event may occur that could result in changes to those dates.

**Is the contract approval date the first date the contract was signed, or the most recent date the contract was renewed?**

The purpose of the “Charter Contract Approval Date” is to capture and maintain the date of execution of a charter school’s current contract with its authorizer. For a relatively new school, which has not reached its renewal date, this date will correspond with the effective date of the school’s current contract with its authorizer. For a charter school that has a contract that has been renewed, the “Charter Contract Approval Date” will correspond with that renewal date, as that date would represent the effective date of the charter school’s current charter or contract with the authorizer. In that case, the “Charter Contract Renewal Date” would represent the new renewal date for the current contract.

## Definitions

See the [ED*Facts* Workbook](https://www2.ed.gov/about/inits/ed/edfacts/eden-workbook.html) for the standard definitions. This file specification has no additional definitions.

# FILE NAMING CONVENTION

The following file naming convention is to help identify files to provide technical assistance.

A maximum of 25 characters (including the file extension) is allowed for the file name.

The following is the naming convention for file submissions:

sslev**filename**vvvvvvv.ext

**Table 3.0-1: File Naming Convention**

|  |  |  |
| --- | --- | --- |
| **Where** | **Means** | **Limit in characters** |
| ss | USPS State Abbreviation | 2 |
| lev | Abbreviation for level:   * SCH for a school level | 3 |
| filename | **CHARCONTR** | 9 |
| vvvvvvv | Alphanumeric string designated by the SEA to uniquely identify the individual submission (*e.g.,* ver0001, v010803) | 7 |
| .ext | Extension identifying the file format:  .txt – fixed  .csv – comma delimited  .tab – tab delimited | 4 |

# FIXED OR DELIMITED FILES

This section describes the fixed file and delimited file specifications. The fixed file and delimited files contain a header record followed by data records. The file type is specified in the header record.

The “Pop” column in the header and data records is coded as follows:

M - Mandatory, this field must always be populated

O - Optional, data in this field are optional

## Header Record Definition

The header record is required and is the first record in every file submitted to the ESS. The purpose of the header record is to provide information as to the file type, number of data records in the file, file name, file identifier, and file reporting period.

**Table 4.1–1: Header Record**

| **Data Element Name** | **Start Position** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values Abbreviations** |
| --- | --- | --- | --- | --- | --- | --- |
| File Type | 1 | 50 | String | M | Identifies the type of file being submitted. | **SCH CHAR CONTRACTS** |
| Total Records In File | 51 | 10 | Number | M | The total number of data records contained in the file. The header record is NOT included in this count. |  |
| File Name | 61 | 25 | String | M | The file name including extension, the same as the external file name. | See section 3.0 |
| File Identifier | 86 | 32 | String | M | Any combination of standard characters to further identify the file as specified by the SEA (e.g., a date, person’s name, and version number). |  |
| File Reporting Period | 118 | 9 | String | M | The school year for which data are being reported. The required format is "CCYY–CCYY" or "CCYY CCYY", where either a hyphen or a space separates the beginning and ending years. | **2018-2019**  OR  **2018 2019** |
| Filler | 127 | 333 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 460 | 1 |  | M |  |  |

Below is an example of a header record.

**Table 4.1–2: Header Record Example**

|  |  |
| --- | --- |
| Format | File Type,Total Records in File,File Name,File Identifier,File Reporting Period,Filler,Carriage Return / Line Feed (CLRF) |
| Example | SCH CHAR CONTRACTS,15,euschCHARCONTRv000001.csv,characters to identify file,2018-2019,¶ |

## Data Record Definition

Data records are required and immediately follow the header record in every file submitted to the ESS. Data records provide the statuses and other data for the education units.

**Table 4.2–1: Data Records**

| **Data Element Name** | **Start Position** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values**  **Abbreviations** |
| --- | --- | --- | --- | --- | --- | --- |
| File Record Number | 1 | 10 | Number | M | A sequential number assigned by the State that is unique to each row entry within the file. |  |
| **DG559** State Code | 11 | 2 | String | M | The two-digit American National Standards Institute (ANSI) code for the state, District of Columbia, and the outlying areas and freely associated areas of the United States. | For a list of valid State Codes, refer to the ED*Facts* Workbook. |
| **DG570** State Agency Number | 13 | 2 | String | M | A number used to uniquely identify state agencies. This ID cannot be updated through this file. | **01** – State Education Agency |
| **DG4** LEA Identifier (State) | 15 | 14 | String | M | The identifier assigned to a local education agency (LEA) by the state education agency (SEA). Also known as State LEA Identification Number (ID). This data element cannot be updated through this file. |  |
| **DG5**  School Identifier (State) | 29 | 20 | String | M | The identifier assigned to a school by the state education agency (SEA).  Also known as the State School Identification Number (ID).  This ID cannot be updated through this file. |  |
| **DG830**  Charter Contract ID Number | 49 | 20 | String | M | The unique number a SEA assigns to the contract (or charter) that authorizes the charter school to operate in the state under the state’s charter school legislation. |  |
| **DG831**  Charter Contract Approval Date | 69 | 10 | String | M | The effective date of the contract (or charter) that an approved charter school authorizer authorized the charter school to operate in the state under the state’s charter school legislation. | YYYY-MM-DD |
| **DG832**  Charter Contract Renewal Date | 79 | 10 | String | M | The date by which the charter school must renew its contract (or charter) with an approved charter school authorizer in order to continue to operate in the state under the state’s charter school legislation. | YYYY-MM-DD |
| Explanation | 89 | 200 | String | O | Text field for state use. |  |
| Carriage Return / Line Feed (CRLF) | 289 | 1 |  | M |  |  |

Below is an example of a data record. This is the set of data that should be submitted for each education unit.

**Table 4.2–2: Data Record Example – School level**

|  |  |
| --- | --- |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (State),School Identifier (State),Charter Contract ID Number,Charter Contract Approval Date,Charter Contract Renewal Date,Explanation,Carriage Return / Line Feed (CRLF) |
| Example | 1,80,01,00620LEA,00000000000000000010,HAMN2005--710,2016-05-16,2031-05-16,¶ |



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